

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/RLD/LTD/OTE  
401, C of mC

EXTENSION

NO.

DATE

DDA - P7-0708  
8 April 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AC/LTD/OTE

4/13/87

JL

2. EXA/DDA  
7D18 Hqs

15 APR 1987

4/15

JA

3.

4.

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13.

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15.

This one doesn't require any action - but is a strong endorsement of the Task Force.

*Jim*

*This guy is also retired*

DDA REGISTRY  
FILE: 1 - 1

DDA 87-0700  
1 April 1987

MEMORANDUM FOR: Agency Office/Division Directors

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Request for Your Thoughts on Reducing Bureaucracy

1. I know that there is nothing more frustrating than seeing one's day-to-day work impeded by bureaucratic hold-ups. As an Office Director, I had little tolerance for layers of bureaucracy and, in my current position, I would like to do something about it whenever possible.

2. I would like you to give this topic some thought and to send me a specific example of the most troublesome bureaucratic stumbling block you face and your best suggestion for solving it. I cannot promise to handle them all, but each one will receive serious consideration if it is something the Directorate of Administration can contribute toward solving. I want our support to you to be the finest and fastest possible within resources.

3. Please involve your key managers in this effort. Send your thoughts to:  EXA/DDA, 7D18 Headquarters.

STAT  
STAT

William F. Donnelly

cc: DDI  
DDO  
DDS&T

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Your Thoughts on Reducing Bureaucracy

FROM:

O-D/OTE  
1026 Co6C

EXTENSION

NO.

DATE

6 April 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO

DD/OTE

D/OTE

2.

ADC

3.

C/AD

4.

C/TSD

5.

D/CSI

6.

C/LTD

7.

C/LDD

8.

C/SACTD

9.

C/ITD

10.

C/ISTD

11.

C/CTD

12.

13.

14.

15.

CMO

PLEASE REVIEW THE  
ATTACHED MEMORANDUM FROM  
IT WOULD BE  
APPRECIATED IF YOU WOULD  
SEND YOUR IDEAS AND THOUGHTS  
ON THIS TO EXO,  
BY COB 13 APRIL.

THANK YOU.